



Notes

Cupertino Language Immersion Program Community Organization (CLIPCO)  
BOARD OF DIRECTORS

Muir Elementary School, 6560 Hanover Drive, San Jose, CA 95129

Thursday, June 6, 2024 at 6:00 pm (in person or virtual)

meet.google.com/ovy-gvfi-ggh

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Attendees:

Position	Name1	Name2
President	Edison Chiu	
Vice President	Margaret Leung	
Secretary	Diana Ong	
Treasurer	Patrick Chiu	Wendy Briggs
Kindergarten	Fori Wang	Lisa Sung
1st Grade	May Wong	James Pacella
2nd Grade	David Chen	Kimberley Seok
3rd Grade	Liz Lim	Selena Lee
4th Grade	Julie Siripoke	I Lin Chen
5th Grade	Michelle Lee	Summer Zhao
6th Grade	Simon Chung	Emery Kuo
7th Grade	Loretta Lu	Cindy Ying
8th Grade	Kevin Jung	Kalila Spain Patty
Muir Principal	Jenn Lashier	
Miller Principal	Anu Iyer	
Miller Assistant Principal	Deborah Lopez	
	626 phone number	

Blue means present

1. Preliminary
  - 1.1. Call to order at 6:13pm
2. Principals' Reports
 

*Jenn Lashier, Muir on Medical Leave*

*Anu Iyer, Miller*

- can't believe only 3 days of school left. Thank you to CLIPCO for the promotion ceremony for the 8th graders. The gym was beautifully decorated, and could fit tables/chairs for the guests. There were

performances, speeches, and plaques. Entertainment was Caricatures & DJ.

- There have been so many assessments the last few weeks: CAASPP, units of study writing assessment, and everyone is finishing up the iReady reading diagnostic.
- Next week is the last 2 days of school - Mon 8th graders go straight to the promotion ceremony, only 6th/7th on campus. All grades on campus on Tues. 8th graders receiving their promotion certificates in 7th period class. Students eligible for biliteracy certificate through county if they show proficiency in both English & Chinese. English proficiency is met by meeting grade level in iReady for English. Chinese proficiency is met by scoring 12 in all 4 subdivisions of the APPL test. The kids will receive one from the district and one from SCCOE.
- The last day of school will have Kona Ice

### 3. Officer Reports

#### 3.1. President's Report

- Thank you Outgoing Board Members

Fori Wang - Returning

May Wong - Returning

David Chen

Liz Lim

Julie Siripoke - Returning

Summer Zhao - Returning

Emery Kuo

Cindy Ying

Kalila Patty

Kevin Jung - Returning

New board members: Elly Park, Alice Hampton, See-Eng Phan and Joan Cheng

- Grade Rep Responsibility

-Be the liaison between your grade and CLIPCO Board

-Attend Board Meetings every Month and vote on key decisions / funding

-Spend Grade-wide Social Money - \$200 per Grade (\$1000 for Kinder)

- Must be outside of School Hours / Off Campus
- Parents must be present
- NOT for Park Day

-help with our marquee events (Mid-Autumn/LNY), and join a committee

- ASEP Showcase, Thank you Margaret and May!
- Volunteer Appreciation Breakfast -Thank you Diana!
- Muir Cleanup and Donation Drive, Thank you I Lin and Tammy!

- CLIP 8th Grade Promotion - Thank you Nikki and Josephine!
- Year In Recap
 

ASEP	Brunch on Us
Musical	Book Fairs
Project Cornerstone	Science Fair
Mid Autumn Moon Festival	Safety Patrol
Trunk or Treat	Yearbook
CNY Parade - 2nd Place	Clipper
LNY Gala at Miller	Hoffman Award
Math Kangaroo	Reserve Funds from near 0% returns to 5% returns
	DGC

### 3.2. Board Vote Items

- April Meeting Minutes Approval

Julie motions to approve April meeting minutes, Loretta seconds  
 13 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay
1st Grade	May Wong Yay	James Pacella Yay
2nd Grade	Kimberley Seok absent	David Chen absent
3rd Grade	Liz Lim Yay	Selena Lee Yay
4th Grade	Julie Siripoke Yay	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao absent
6th Grade	Simon Chung Yay	Emery Kuo absent
7th Grade	Loretta Lu Yay	Cindy Ying Yay
8th Grade	Kevin Jung Yay	Kalila Spain Patty absent

- Dr. Lashier Get Well Flowers \$50

Julie motions to approve Dr. Lashier Get Well Flowers for \$50, May seconds  
 13 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay
1st Grade	May Wong Yay	James Pacella Yay
2nd Grade	Kimberley Seok absent	David Chen absent
3rd Grade	Liz Lim Yay	Selena Lee Yay
4th Grade	Julie Siripoke Yay	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao absent
6th Grade	Simon Chung Yay	Emery Kuo absent
7th Grade	Loretta Lu Yay	Cindy Ying Yay

8th Grade	Kevin Jung Yay	Kalila Spain Patty absent
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- Additional Checking Funding \$86.78  
need additional checks & binder, moving to Costco for checks

Kevin motions to approve additional checking funding for \$86.78,  
Julie seconds

13 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay
1st Grade	May Wong Yay	James Pacella Yay
2nd Grade	Kimberley Seok absent	David Chen absent
3rd Grade	Liz Lim Yay	Selena Lee Yay
4th Grade	Julie Siripoke Yay	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao absent
6th Grade	Simon Chung Yay	Emery Kuo absent
7th Grade	Loretta Lu Yay	Cindy Ying Yay
8th Grade	Kevin Jung Yay	Kalila Spain Patty absent

- Vote in 2024-2025 CLIPCO Committee Leads

<b>*NEW* Bylaws</b> Kevin Jung	<b>Events</b> I Lin Chen <b>*NEW* Liza Lim</b>	<b>Room Parents</b> Lalaine Chen Christine Kuo
<b>Book Fair</b> Joan Cheng Ivy Chien May Wong	<b>Hospitality</b> Christina Thai	<b>Science Fair</b> Lalaine Chen Ivy Chien
<b>CNY Parade Chair</b> Christine Wong	<b>*NEW* Investments</b> David Chen Simon Chung Kevin Jung Jim Pacella	<b>Safety Patrol</b> Christine Wong
<b>CLIP ASEP</b> Margaret Leung May Wong <b>*NEW* Liza Lim</b>	<b>Konstella</b> Lalaine Chen Loretta Lu Donna Manousos	<b>Technology</b> David Chen
<b>CLIPPER</b> Wendy Briggs Margaret Leung See-Eng Phan	<b>Math Kangaroo</b> Volodymyr Borshch <b>*NEW* Liza Lim</b> <b>*NEW* Tatiana Evstigneeva</b>	<b>Website</b> Margaret Leung Wendy Briggs
<b>Decorations Committee</b> Julie Siripoke Su Sun	<b>Project Cornerstone</b> Nicole Jaramillo Bress Tammy Wang <b>*NEW* Lisa Sung</b>	<b>Yearbook</b> Ivy Chien Hannah Sun
<b>DGC Chair</b> Jim Pacella		<b>5th Grade Promotion</b> TBD
		<b>8th Grade Promotion</b> TBD

Julie motions to approve 2024-2025 CLIPCO Committee Leads, Fori seconds

13 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay
1st Grade	May Wong Yay	James Pacella Yay
2nd Grade	Kimberley Seok absent	David Chen absent
3rd Grade	Liz Lim Yay	Selena Lee Yay
4th Grade	Julie Siripoke Yay	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao absent
6th Grade	Simon Chung Yay	Emery Kuo absent
7th Grade	Loretta Lu Yay	Cindy Ying Yay
8th Grade	Kevin Jung Yay	Kalila Spain Patty absent

- Additional Miller Adjunct Hours

Miller: LNY Gala in Feb adjunct duty for LNY prep 10 hrs, 4 teachers @3hrs each for supervision=22 hrs. Promotion ceremony 5 hrs

coordination, speech auditions 3 hrs, teachers attending 4 hrs = 12 hours. 34 hrs total for the 23-24 school year.

For LNY, 3 of the teachers were “supposed to do” adjunct hours, so only need to pay for 13 hours (\$66/hr), which will come from the community events budget = \$858 (I Lin already allocated it from her budget). Just need additional 12 hrs (\$66/hr) = \$792 for Miller adjunct hours for 23-24 school year

Kevin motions to approve \$792 for Miller adjunct hours, Jim seconds  
 12 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay
1st Grade	May Wong Yay	James Pacella Yay
2nd Grade	Kimberley Seok absent	David Chen absent
3rd Grade	Liz Lim Yay	Selena Lee no vote
4th Grade	Julie Siripoke Yay	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao absent
6th Grade	Simon Chung Yay	Emery Kuo absent
7th Grade	Loretta Lu Yay	Cindy Ying Yay
8th Grade	Kevin Jung Yay	Kalila Spain Patty absent

#### 4. Treasurer’s Report

- April 2024 income  
 \$3.6k income : Nearly all from volunteer grants and also 2 restaurant fundraisers
  
- April 2024 expenses  
 \$29.7k expenses : \$17.2k in PD  
                           \$5.1k in teacher materials  
                           \$1.6k teacher adjunct  
                           \$3.4k graduation/musical
  
- April P&L Summary  
 ~\$59.2k net income
  
- April Balance Sheet  
 ~\$819k
  
- April financials - Jim sign-off

#### 5. Public Comment

6. CLIPCO Budget 2024-25

Changes since last month:

Staffing grant finalized - 14% average cost increase for IAs

Estimated CUSD staff increase of 5%

Removed Survey Monkey (-\$300)

Hospitality reduced (-\$1k)

Increased 5th grade day (\$500), English Art Materials (\$250), Grade levels increased \$50/grade (\$300)

Muir CLC hours adjusted to 180 hours + materials

Translation moved into general budget

\$500 increase in volunteer match income

Overall budget increases \$100.4k, Staffing costs increasing by \$103.2k. Savings from musical and other areas offset increases from non-staffing categories (Muir shirts, room decorations, increased PD, etc)

2024-25 Miller budget: 22 adjunct teacher hrs needed for LNY gala (will come from community events budget). 14 adjunct hrs needed for 8th grade promotion (5hrs prep+3hrs speech+3teachers,2hrs each)- add \$1k to 8th grade promotion budget to cover adjunct hours.

Recommendation to significantly increase the Muir ask as CUSD staffing raises have increased 21% the last 3 years and 5% next year. IA cost has also received an average cost increase of 14% next year. CLIPCO has absorbed the salary increases the past 2 years with keeping the DGC ask at \$800/\$225.

Not raising the DGC ask results in a -\$145k deficit with 2023-24 DGC ask.

Recommendation is to raise DGC ask to \$1000 (Muir) /\$250 (Miller) to close the deficit. Combined P/L Approval with a Net Income of \$3837 for 2024-2025 school year. Staff increases will return to the board if necessary.

Target income \$783,413 (DGC&match), Total income with other revenue sources \$811,913

Muir is on par with other CUSD schools having IA (or similar) positions such as McAuliffe and Montclair.

- 2024-25 Budget Approval

Jim motions to approve the 2024-2025 Budget, Fori seconds

12 yays, 0 nays, 1 abs

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay

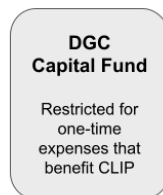
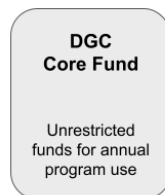
1st Grade	May Wong <a href="#">Yay</a>	James Pacella <a href="#">Yay</a>
2nd Grade	Kimberley Seok <a href="#">absent</a>	David Chen <a href="#">absent</a>
3rd Grade	Liz Lim <a href="#">Yay</a>	Selena Lee <a href="#">Yay</a>
4th Grade	Julie Siripoke <a href="#">Yay</a>	I Lin Chen <a href="#">Yay</a>
5th Grade	Michelle Lee <a href="#">Yay</a>	Summer Zhao <a href="#">absent</a>
6th Grade	Simon Chung <a href="#">Yay</a>	Emery Kuo <a href="#">absent</a>
7th Grade	Loretta Lu <a href="#">Yay</a>	Cindy Ying <a href="#">Yay</a>
8th Grade	Kevin Jung <a href="#">abstain</a>	Kalila Spain Patty <a href="#">absent</a>

- DGC 2024 Proposal

## DGC 2024+ Proposal



- Proposed Dates: 9/3-10/3
- DGC Ask: \$1000/student K-5, \$250/student 6-8
- Campaign Structure:



Capital Fund Mgmt. Procedure

- Donors will have the option to direct contributions beyond DGC ask towards the capital fund or the core fund.
  - Note: corporate matches will go to Core Fund unless notified in writing
- Board votes to add projects to capital fund and re-prioritize 1x/yr alongside budget review.
- Once capital fund has sufficient funds, we execute projects.
- The Board can vote to use Core Fund \$ for capital projects as this is unrestricted, but not the other way around (i.e. we couldn't use Capital Fund \$ for a staffing bill).
- Capital Fund \$ can be stored with investments until use.

- **Board vote request: establish Capital Fund, include in 2024 DGC, and exclude from already-approved investment maximums**

DGC Core Fund - unrestricted funds for annual program use (what we have now)

add DGC Capital Fund - Restricted for one-time expenses that benefit CLIP  
 Next year - typical marketing, but also offer to contribute to the Capital fund. ex: Muir child donate \$1200, \$1000 goes to Core Fund, \$200 to Capital Fund. Corporate match always goes to Core fund, unless you notify in writing

Many concerns about the large jump in the donation ask for Muir, especially for those families with multiple children. Jim will investigate monthly payment options.

The aim is to keep the ask flat, but if the cost goes up, the ask has to go up also. Calculations are based on around 91% participation (families paying full ask), but the fear is that participation will go down significantly. Will also need to reevaluate the 25-26 school year when TK is added and classroom sizes are reduced.

The board and grade reps need to make a concerted effort to educate all the parents about where the money is going and why so much is needed. The grade reps are not given enough time at BTSN. It might be more effective if the teachers would also thank CLIPCO/parent donations and



talk about all the support they get (IAs, school supply money, etc) and how it benefits them. Need to have some impactful flyers/graphics. Add some comparisons to asks from other local schools. Also compare Muir to other CUSD schools that don't have art classes and other various programs.

Request to do an analysis of actual budget year to year vs projected budget.

Jim motions to approve DGC 2024 Proposal, May seconds  
 10 yays, 0 nays, 3 abs

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay
1st Grade	May Wong Yay	James Pacella Yay
2nd Grade	Kimberley Seok absent	David Chen absent
3rd Grade	Liz Lim Yay	Selena Lee Yay
4th Grade	Julie Siripoke abstain	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao absent
6th Grade	Simon Chung Yay	Emery Kuo absent
7th Grade	Loretta Lu abstain	Cindy Ying Yay
8th Grade	Kevin Jung abstain	Kalila Spain Patty absent

## 7. New Business

### 7.1. Business/Corporate Sponsorship response from district:

That is up to CLIPCO. If they want to recognize their donors, they can on their own media. The only concern I would have is if the district would have a conflict with being associated with this entity. An example might be like some prohibitive things like alcohol and tobacco and stuff.

CLIPCO can show sponsorship on:

- DGC T - Shirts
- Clipper
- Recognition at Mid Autumn Moon Festival and CNY Gala

Cherry Chase (Sunnyvale School District) - sponsorship on walkathon Tshirt  
 Montclair - different level of sponsorship

Is the board ok with corporate or business sponsorship?  
 No objections, so will form a committee to pursue this.

Additional Fundraising Proposal:

Both vendors wish they can come weekly, there will be order forms sent out to Muir parents the week before the delivery date. People can order according to their needs.

My suggestion is that the vendor should deliver between 2:00-2:30pm, so parents can pick up their child(ren) and food. Hopefully, this will reduce the risk of people forgetting about it.

LuAnn promised 20% of her profit to CLIPCO, the accounting can be done weekly or monthly or however CLIPCO prefers.

Kenny can discuss his terms with everyone on here.

1. LuAnn, her store sells mochi donuts, sweets, and other pre-packaged Asian snacks. The store is located in northern Sunnyvale.

[luann@hsinlixiang.com](mailto:luann@hsinlixiang.com)

2. Kenny, his kitchen sells Chinese dishes (中式飯菜) and is located in San Bruno.

[Kenny@chopstickerlab.com](mailto:Kenny@chopstickerlab.com)

I've asked both vendors to email their sample menu/order form on here. I thought this can be a win-win proposal. Not only will CLIPCO raise funds, but also create some kind of convenience for busy parents.

Thank you all!

Sincerely,  
Lulu

Does anyone want to take on the lead, and start investigation?  
No one on the board has interest in pursuing this further.

## 7.2. Mid-Autumn Moon Festival

Friday September 13, 2024

First board meeting of the year is the Wednesday before the festival.

Would like all grade representatives to participate and work together to lead a booth.

Consider toy or stuffed animal donations from the community to use as prizes for the festival.

Proposal: instead of paying Fun Services, each grade takes on a booth, and any profits will go to your grade parties.

## 7.3. CLIP Miller Promotion Feedback

main tasks- graduate matters (certificates/plaques, rehearsals), coordinating the decorations with student artwork, MCs and speakers (script, rehearsals, auditions), swing dancing, 2 singing performances.

From Ms. Chern:

1. Time and Energy: Preparing for performances requires significant time and energy, resources that could otherwise be channeled into students' learning and my facilitation of their educational journey.
2. Added Pressure: Live performances can create added pressure, particularly for those who may not enjoy being in the spotlight, detracting from the celebratory atmosphere of the event.
3. Overshadowing Efforts: The spotlight on stage performances often

overshadows the dedication, hard work, and challenges students encountered throughout their learning journey.

Given these reasons, I suggest that we reconsider the inclusion of live performances at future promotion events.

Promotion committee didn't touch the agenda, Ms. Chern planned it. If she needs support, she can contact the parents. CLIPCO definitely does not want Ms. Chern to feel burnt out, so we can work with her to shoulder the burden.

#### 7.4. Upcoming CLIP Schedule

- Jun 7 Family Picnic / Bike Rodeo
- Jun 10 Miller 8th Grade Promotion 9-11am@Monta Vista
- Jun 10 Miller CLIPCO 6-8th Gr Social @Rainbow Park 1:45pm
- Jun 11 Last Day of School - Chuck E. Cheese Fundraiser

#### 2024-2025

- Aug 14 Kinder Welcome Day!
- Aug 15 First Day of School
- Sep 5 Back to School Night
- Sep 11 First CLIPCO Meeting
- Sep 13 Mid-Autumn

#### 8. ADJOURNMENT

Adjourned at 8:43pm

#### **Upcoming meeting**

Board meeting – Wed September 11, 2024